

CITY OF ROCKLIN

BUILDING PLANS EXAMINER I BUILDING PLANS EXAMINER II

DEFINITION

To organize and conduct detailed plan reviews of common commercial, industrial, and residential structures for compliance with governing codes and ordinances; and to provide technical assistance to the inspection section.

DISTINGUISHING CHARACTERISTICS

Building Plans Examiner I: This is the entry level class in the Building Plans Examiner series. This class is distinguished from the Building Plans Examiner II series by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgement on matters related to established procedures and guidelines as are positions allocated to the II level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under general supervision while learning job tasks.

Building Plans Examiner II: This is the full journey level class within the Building Plans Examiner series. This class is distinguished from the Building Plans Examiner I by the assignment of the full range of duties assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise and they are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level.

SUPERVISION RECEIVED AND EXERCISED

Building Plans Examiner I

Receives general supervision from the Chief Building Official or his/her designer.

Building Plans Examiner II

Receives direction from the Chief Building Official.

May exercise technical supervision over less experienced or technical personnel.

EXAMPLES OF ESSENTIAL FUNCTIONS - *Essential functions may include, but are not limited to, the following:*

Review construction plans, specifications and calculations for conformance with governing codes, state regulations and local ordinances.

Advise and consult with engineers, architects, contractors, and the general public concerning code, permit, and plan review items.

Calculate and determine building permit fees, plan review deposits and fees paid to consultants; issue permits.

Review structural and energy design calculations for accuracy and compliance with State and local requirements.

Maintain plan check records and schedules; compile comprehensive plan check correction lists.

Perform field inspections as necessary.

Coordinate plan review process facilitating timely review of commercial projects through other city departments, outside agencies, and consultants.

Operate and maintain computerized permit processing system.

Perform related duties as required.

QUALIFICATIONS

Building Plans Examiner I

Knowledge of:

Building plans or construction layouts.

Proper fire and life safety design.

Basic legal requirements.

Basic codes and regulations governing building design and construction.

Basic principles, methods and techniques of structural design.

Ability to:

Communicate clearly and concisely, both orally and in writing.

Enforce codes with fairness and tact.

Establish effective working relationships with those contacted in the course of work.

EXPERIENCE AND TRAINING

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

Experience:

One year of residential plan checking or inspection experience with a private or governmental building inspection agency.

Training:

Equivalent to the completion of the twelfth grade supplemented by a coursework in building design, inspection, construction or a related field or journey level construction experience.

Building Plans Examiner II

In addition to the qualifications for Building Plans Examiner I:

Knowledge of:

Principles and practices of plan checking and plan review process.

Pertinent codes and regulations related to building plan check including basic zoning, grading and flood zone requirements.

Ability to:

Read and understand construction drawings and plans independently.

Maintain good working relationships with the public and handle difficult situations that may arise.

EXPERIENCE AND TRAINING

Any combination of experience and training that would likely provide the required knowledge and abilities is qualifying. A typical way to obtain the knowledge and abilities is:

Experience:

Eighteen months to two years performing duties similar to the Building Plans Examiner I with the City of Rocklin.

Training:

Equivalent to the completion of the twelfth grade supplemented by a coursework in building design, inspection, construction or a related field or journey level construction experience.

License or Certificate:

Possession of an I.C.B.O. Plans Examiner Certification is desirable.

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CAT: TECH
FLSA: NE

I - POSN: 00043
II - POSN: 00049
II - Conflict of Interest